



CONSULATE GENERAL OF THE UNITED STATES  
JERUSALEM

IMMIGRANT VISA SECTION

Street Address: 14 David Flusser Street, Jerusalem  
Postal Address: P.O. Box 290, Jerusalem 91002  
Email: [jerusalemiv@state.gov](mailto:jerusalemiv@state.gov)

**CHECKLIST OF REQUIRED DOCUMENTS**

Each applicant (including children) must submit original documents with *an original **certified translation of any document*** that is not in English, Arabic or Hebrew. You should also provide a photocopy of each original document that you submit.

For additional instructions, please refer to the VISA INSTRUCTIONS AND CHECKLIST FOR IMMIGRANT VISA APPLICANTS document that was previously provided when the petition was filed.

You will need to provide the following on the day of the interview for each applicant:

- ☐ Your appointment letter
- ☐ Your passport valid for at least eight months (please bring passports from other countries and expired passports)
- ☐ One photo which complies with our strict photo guidelines: (see [http://jerusalem.usconsulate.gov/photo\\_requirements.html](http://jerusalem.usconsulate.gov/photo_requirements.html))
- ☐ Birth certificate
- ☐ Birth certificates of all unmarried children who will not immigrate with you at this time.
- ☐ Certificate of name change (if applicable)
- ☐ Marriage certificates<sup>1</sup> (if applicable)
- ☐ Divorce certificates (if applicable)
- ☐ Death certificate (if applicable)
- ☐ Military record (if applicable)
- ☐ Court and prison records (if applicable)
- ☐ Police certificates from your current country of residence and country of nationality if you resided in either for more than six months after the age of 16. You must also provide a police certificate from all countries where you have resided for over a year after the age of 16. Israeli police certificates must be sent to the Consulate directly by the Israeli National Police. All Palestinian ID holders living in the West Bank must obtain a police certificate from the Palestinian Authority Ministry of Interior AND an

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<sup>1</sup> \* **Jewish marriage & divorce** certificates from the Rabbinate must be certified by the Rabbinate Department at the Prime Minister's Office in Jerusalem (Tel. 02-5311170/164/161).

\* **Muslim marriage & divorce** certificates must be original or certified by the Sharia'a Court

\* **Christian marriage & divorce** certificates must be original or certified by the Christian Department at the Ministry of Interior in Jerusalem. (Tel. 02-6217000/04).

Israeli police certificate from the Israeli DCO (Civil Liaison Office) in the place of their residence. You should apply for the police certificate(s) at least four weeks before your interview.

- ☐ Medical Exams conducted by a Consulate Panel Physician. If at all possible, your medical exam should be completed at least three weeks prior to your scheduled interview.
- ☐ Affidavit of Support (from the correct category below)
  - For most Immigrant Visa categories, each petitioner MUST provide an original, signed Form I-864 for each beneficiary along with a copy of his or her current tax returns (Forms 1040 and W-2). In some cases, a petitioner can file an I-864EZ (rather than an I-864) for a beneficiary – please see for full details and requirements (<http://www.uscis.gov/files/form/i-864ez.pdf>). If the petitioner did not file taxes last year, the petitioner should provide an original signed and dated “no tax letter” explaining why he or she did not pay taxes last year (i.e. no earned income).
  - Often the petitioner will not meet the minimum poverty guidelines (<http://www.uscis.gov/files/form/i-864p.pdf>). In such cases the sponsorship requirements can be met by a “Joint Sponsor” who submits an originally signed Form I-864, plus proof of status (e.g., copy of U.S. passport, birth certificate, naturalization certificate, green card etc.) and copy of current tax returns (Forms 1040 and W-2). If the Joint Sponsor files taxes with his or her spouse, we will also need an original signed Form I-864A from the household member unless the sponsor can prove that he or she earned all the income necessary to meet the support guidelines.
  - When filing for children under the age of 18 (IR-2 or CR-2 cases), we simply need an originally signed copy of the I-864W, Intending Immigrant's Affidavit of Support Exemption Form.
  - For DV, E, K, and SB1 applicants, an I-134 from a sponsor with latest-year 1040, W2 and proof of U.S. citizenship or LPR status
- ☐ Proof of petitioner's domicile in the U.S.
- ☐ High school diploma and /or evidence of work experience (Diversity Visa (DV) only)
- ☐ Immigrant Visa Fees (as of February 2011):
  - The Visa fee for all immediate and preference cases is \$404.00 U.S. Dollars, or in Israeli Shekels at the current Consulate established exchange rate. In many cases this fee has been paid by the petitioner in the United States. If the fee was not paid in the U.S, you must pay the fee on the day of the interview with the Consular cashier before you will be interviewed by a consular officer. This fee is in addition to the fee required to file the I-130 petition.
  - Diversity Visa (DV) applicants Visa fee must pay \$819.00 for each individual included in the case.
  - Employment Visa application Visa fee is \$794.00 for each individual included in the case.
  - SB and WI, special immigrant cases, the visa applications fee is \$379.00.
  - All fees are non-refundable. Payment can only be made in cash or credit card (all major credit cards accepted except IsraCard). No personal checks will be accepted. Fees are subject to change based upon the current Department of State Schedule of Fees: [http://travel.state.gov/visa/temp/types/types\\_1263.html#perm](http://travel.state.gov/visa/temp/types/types_1263.html#perm).

## APPOINTMENT LETTER FOR IMMIGRANT VISA APPLICANTS

An appointment has been scheduled for you to come to this office on the date specified in the attached letter. All members of your family immigrating with you must appear with you on the above appointment date. If you CANNOT COME TO THE APPOINTMENT, please notify us immediately at [jerusalemivquiries@state.gov](mailto:jerusalemivquiries@state.gov).

Please read carefully the attached DS-230 Part 1 and Part 2 (Application for Immigrant Visa and Alien Registration). Fill out this form completely, using a typewriter or printing in block letters. Do not sign Part 2 now; you will do this at your interview. If any paragraph does not apply to your case, write in "not applicable". One DS-230 Part 1 and Part 2 must be completed for each member of your family who plans to immigrate with you. If the DS-230 is incomplete, your interview may be cancelled and rescheduled at a later date. To avoid delays, please complete the forms in full with as much information as possible.

All intending immigrants, regardless of age, are required to undergo medical examinations. Completed instructions for these examinations are contained in the attached instruction sheet.

**PHOTOGRAPHS:** You will need one photograph that is 2 inches by 2 inches (~50x50mm) in size with a white background taken within the last six months. The photograph should be taken with the applicant directly facing the camera. Head coverings are permitted; however, the photograph must clearly show the face of the applicant from the crown of the head (hairline) to the tip of the chin and from ear to ear. It is preferable to have the ear exposed. All photographs must comply with our strict requirements. For more details see: [http://jerusalem.usconsulate.gov/photo\\_requirements.html](http://jerusalem.usconsulate.gov/photo_requirements.html)